

APPENDIX H  
GS-1103 COMPETENCIES  
**LEVEL I COMPETENCIES\***

	<b>Competency</b>	<b>IND 101</b>	<b>IND 102</b>	<b>IND 103</b>
1.	Plan and perform property control system surveys. Determine when to conduct surveys and the type and objectives of the survey. Identify and brief participants in surveys.	✓		
2.	Participate in pre-and post-award conferences to manage property under the contract.	✓		
3.	Investigate and determine appropriate action on property loss, damage, or destruction (LDD).	✓		
4.	Review requirements for Government property.	✓		
5.	Evaluate and prepare recommendations on requests for Government property (real property, equipment, Special Tooling/Special Tooling Equipment, material and APP).	✓		
6.	Review property provisions of contracts, make recommendations for revising property control procedures, and establish contract property control records.	✓		
7.	Review contract modifications and recommend to contractor any necessary revisions to property control procedures.	✓		
8.	Identify sensitive property by type and initiate action to assure sensitive property is controlled.	✓		
9.	Initiate request to ACO for funds to test Industrial Plant Equipment for PCBS.	✓		
10.	Approve or disapprove co-mingling of Government and contractor property.	✓		
11.	Utilize Government furnished material listings received from Management Control Activities to ensure Government Furnished Material has been received and posted.	✓		
12.	Requests supporting contract property administration for alternate locations of prime and subcontractor plants	✓		
13.	Arrange for storage of Government property. Monitor the actions of the contractor in returning excess property not referred to the Plant Clearance Officer (PLCO). Advise the PLCO as to the existence at a contractor's plant of residual property requiring disposal.	✓		
14.	Upon termination or completion of a contract, accomplish final review to determine that disposition of all property has been accomplished.	✓		
15.	Resolve any property administration problems prior to final contract close-out and plant clearance actions	✓		

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	Competency	IND 101	IND 102	IND 103
16.	Notify contractor of property control system deficiencies. Participate in discussion with both contractor and Government to correct system in a reasonable period of time. Assure resolution of deficiencies or recommend to ACO that approval be withdrawn when discrepancies are not resolved.	✓		
17.	Prepare board of review cases and participate in property board of review meetings.	✓		
18.	Examine DoD's policies and procedures on plant clearance in accordance with FAR, DFARS, and DoD Directives.		✓	
19.	Explain how to apply lotting procedures properly to maximize sale of contractor inventory.		✓	
20.	Determine method of sale most advantageous to the Government in accordance with FAR and DFARS.		✓	
21.	Identify the steps in establishing a plant clearance case file in accordance with DFARS 245.71.		✓	
22.	Explain the duties and responsibilities of the PLCO and the property disposition team in disposing of inventory excess to the needs of the contractor in accordance with FAR and DFARS.		✓	
23.	Instruct and advise the contractor in the proper preparation of inventory schedules in accordance with FAR and DFARS guidance.		✓	
24.	Explain what a contractor must do to comply with the precious metals recovery program in accordance with FAR and DFARS.		✓	
25.	Define plant clearance terms, and identify the forms to use in a particular situation in accordance with FAR and DFARS.		✓	
26.	Illustrate DoD's policy concerning ethical behavior in accordance with DoD Directive 5500.7, the Code of Ethics, FAR, and DFARS.		✓	
27.	Explain the procedure for performing a pre-inventory scrap determination through physical inspection of property in accordance in accordance with FAR and DFARS.		✓	
28.	Explain how to apply general sales terms and conditions, including special conditions of sale when using the formal sales method in accordance with FAR and DFARS.		✓	
29.	Explain the procedures for providing the contractor shipping instructions for transfer or donation in accordance with FAR and DFARS		✓	

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	Competency	IND 101	IND 102	IND 103
30.	Identify the items requiring demilitarization, and demilitarization actions that must be performed by the contractor in accordance with DFARS and DoD Manual 4160.21-M-1.		✓	
31.	Examine DoD policy concerning plant clearance in accordance with FAR and DFARS.		✓	
32.	Explain the contents of a plant clearance case file and how to maintain it in accordance with DFARS.		✓	
33.	Perform inventory screening and determine the most beneficial and cost effective method of property disposition in accordance with FAR and DFARS guidance.		✓	
34.	Identify hazardous property and recognize the existence of Federal, State, and local requirements that may impact on its disposal in accordance with NEPA, RCRA, TSCA, FAR, and DFARS		✓	
35.	Apply DARIC's program and procedures for reporting and disposing of ADPE in accordance with applicable directives.		✓	
36.	Discuss current problems and future trends in plant clearance operations in accordance with information provided by the Defense Logistics Agency/Defense Contract Management Command.		✓	
37.	Exhibit the ability to conduct property control system analysis.			✓
38.	Identify deficiencies to the Property Control System.			✓
39.	Record unsatisfactory conditions uncovered during the analysis.			✓
40.	Describe the satisfactory or unsatisfactory status of each functional segment.			✓
41.	Write a system analysis summary.			✓
42.	Define what is included in a property control system analysis.			✓
43.	State when to conduct analysis.			✓
44.	List type and objectives of analysis.			✓
45.	Identify and brief participants in analysis.			✓
46.	Select the proper classes of property for analysis determined by function.			✓
47.	List populations of property for data analysis.			✓
48.	List functional segments for data analysis.			✓
49.	State the adequacy of the sample data.			✓

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	Competency	IND 101	IND 102	IND 103
50.	State the use of statistical sampling with selected populations.			✓
51.	<p>Explain preparation of listings for corrections in the contractor's Property Control System in the following functions:</p> <p>Property management controls  Acquisition of property  Receiving of property  Identification of property  Maintenance of property control records  Storage of government property  Movement of government property  Consumption of property  Utilization of property  Maintenance of property  Physical inventories of government property  Preparation of property reports  Subcontractor's control of property  Disposition of property  Close-out of contracts for property</p>			✓
52.	Summarize Property Control system deficiencies and prepare notification to the contractor.			✓
53.	Describe how to support resolutions of Property Control System deficiencies.			✓
54.	List the elements of reports prepared and sent to the Administrative Contracting Officer that suggest withdrawing approval when system analysis discrepancies are not resolved.			✓
55.	Write a letter of approval designating a Satisfactory Property Control System.			✓
56.	Define reports and follow-up procedures for property control system analysis.			✓

**\*NOTE:** LEVEL I Certification for Acquisition Career Field D - Industrial/Contract Property Management also requires completion of CON 101 Fundamentals of Contracting - See Competencies associated with CON 101 in Appendix G.

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**LEVEL II COMPETENCIES\***

	<b>Competency</b>	<b>IND 201</b>
1	Plan property control system surveys. Determine when to conduct surveys and the type and objectives of the survey. Identify and brief participants in surveys.	✓
2	Conduct property control system surveys. Identify deficiencies and recommend corrections in the contractor's process (property management, acquisition, receiving, identification, records, movement, storage, physical inventories, reports, consumption, utilization, maintenance, subcontractor control, disposition, contract property close out).	✓
3	Plan and initiate property management under contracts. Review property provisions of contracts and make recommendations for revising property control procedures. Establish contract property control records and develop property administration plan.	✓
4	Participate in pre- and post-award conferences to manage property under the contract.	✓
5	Investigate and determine appropriate action on property loss, damage, or destruction (LDD).	✓
6	Review requirements for Government property and evaluate and prepare recommendations on requests for real property, equipment, Special Tooling/Special Tooling Equipment, material, and APP.	✓
7	Review contract modifications and recommend to contractor any necessary revisions to property control procedures.	✓
8	Identify sensitive property by type and initiate action to assure sensitive property is controlled.	✓
9	Initiate request to ACO for funds to test Industrial Plant Equipment for PCBS.	✓
10	Approve or disapprove commingling of Government and contractor property.	✓
11	Utilize Government furnished material listings received from Management Control Activities to ensure Government Furnished Material has been received and posted.	✓
12	Arrange for storage of Government property. Monitor the actions of the contractor in returning excess property not referred to the Plant Clearance Officer (PLCO). Advise the PLCO as to the existence at a contractor's plant of residual property requiring disposal.	✓
13	Upon termination or completion of a contract, accomplish final review to determine that disposition of all property has been accomplished.	✓
14	Resolve any property administration problems prior to of final contract close-out and plant clearance actions. Close out property aspects of contract.	✓

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	<b>Competency</b>	<b>IND 201</b>
15	Identify roles and responsibilities of other personnel and organizations involved with property management. Identify statutory provisions for property management.	✓
16	Provide contractor with instructions and advise regarding the proper preparation of inventory schedules.	✓

**\*NOTE:** LEVEL II Certification for Acquisition Career Field D - Industrial/Contract Property Management also requires completion of CON 202 Intermediate Contracting and CON 210, Government Contract Law - See Competencies associated with CON 202 & 210 in Appendix G.

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**LEVEL III COMPETENCIES\***

	Competency	IND 202
1	Explain the importance of communications and team building in solving problems within the Property Administration Office	✓
2	Give examples of the importance of property team members as human resources in solving problems.	✓
3	Identify and select the proper population/lot for sampling during a property system analysis.	✓
4	Ability to prepare worksheets for a system analysis using the appropriate criteria for the function or functional segment selected.	✓
5	Discriminate between systemic and non-systemic defects in analyzing sample selected or review.	✓
6	Design a population selection criteria for use by Property Administrators.	✓
7	Discuss new concerns that require resolution by DLA Headquarters.	✓
8	Give examples of the Property Administrator's involvement with the MMAS.	✓
9	Extend the problem areas of property administration to the participating Property Administrator's own environment or work site.	✓
10	Prepare a liability case file for loss, damage or destruction of Government property.	✓
11	Comprehend the Office of the Secretary of Defense's perspective and direction for Government property.	✓
12	Summarizes the changes made to the Special Tooling Clause.	✓
13	Explain the new educational requirements imposed upon the DoD PA.	✓
14	Give examples of the proper disposal methodology for various types of hazardous materials and wastes.	✓
15	Give examples of the proper disposal methodology for various types of hazardous materials and wastes.	✓
16	Generalize about some of the new requirements imposed upon the Property Administrator and brought about by 4161.2-M.	✓
17	Demonstrate the selection of a proper population, sample, and criteria for evaluating a function or functional segment of a contractor's Property Control System.	✓
18	Prepare a liability case file.	✓

**\*NOTE:** LEVEL III Certification for Acquisition Career Field D - Industrial/Contract Property Management also requires completion of CON 301, Executive Contracting & CON 333, Management for Contracting Supervisors. See Appendix G for competencies associated with CON 333.

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**Level I Competencies**

	<b>Competency</b>	<b>ACQ 101</b>	<b>PQM 101</b>
1.	Recognize how DoD implements the Defense Acquisition Workforce Improvement Act (DAWIA).	✓	
2.	Define systems acquisition management and identify the key players that influence defense acquisition.	✓	
3.	Identify the defense acquisition life cycle phases and milestones and the key activities associated with each.	✓	
4.	Recognize acquisition categories and the principal regulations governing defense systems acquisition.	✓	
5.	Recognize how the Acquisition Program Baseline, exit criteria, and acquisition strategy are used to control risk.	✓	
6.	Identify the stages of small group development and explain how group participation can enhance individual performance.	✓	
7.	Identify procedures for program initiation, including validation and documentation of requirements, and recognize how operational requirements evolve to performance requirements during system development.	✓	
8.	Define basic financial terms (commitment, obligation, expenditure, outlay) and identify the major defense appropriations associated with weapon systems management.	✓	
9.	Recognize the advantages and disadvantages of different cost estimating methodologies.	✓	
10.	Identify the key events and players in DoD for each phase of the Planning, Programming and Budgeting System (PPBS).	✓	
11.	Recognize the key committees and processes involved in the Congressional enactment of resources for DoD.	✓	
12.	Define the purpose and types of Work Breakdown Structure (WBS).	✓	
13.	Recognize the basic concepts, procedures and key players involved in the contracting process.	✓	
14.	Define the differences between sealed bid and competitive proposals.	✓	
15.	Identify why different contract types are used in the contracting process.	✓	



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	<b>Competency</b>	<b>ACQ 101</b>	<b>PQM 101</b>
16.	Describe the source selection procedures used to evaluate major system contract proposals and how selection for contract award is done based upon a fair and reasonable price.	✓	
17.	Identify the mission and responsibilities of the Defense Contract Management Command (DCMC), the Defense Contract Audit Agency (DCAA) and the Defense Finance and Accounting Service (DFAS).	✓	
18.	Define how the Government modifies contracts, and describe the relationship between the Government, the prime contractor, and the subcontractor.	✓	
19.	Outline the major provisions of the Misappropriation and Anti-Deficiency Acts.	✓	
20.	Identify the purpose and process of Contract Performance Measurement, and explain the policy concerning Cost Schedule Control System Criteria.	✓	
21.	Identify top level Acquisition Logistics policies, practices and procedures.	✓	
22.	Identify impacts of support on ownership costs and the relationship of acquisition logistic activities to the overall systems engineering effort.	✓	
23.	Describe the impact of reliability and maintainability on system support and ownership costs.	✓	
24.	Describe the systems engineering process and recognize the importance of IPPD.	✓	
25.	Define the role of configuration management in the SE process.	✓	
26.	Identify the basic components of a computer system.	✓	
27.	Distinguish between embedded computer resources; automated information systems (AIS); and command, control, communications, and intelligence (C3I) systems.	✓	
28.	Relate the software development process to the acquisition life cycle.	✓	
29.	Identify the major objectives and types of developmental and operational testing.	✓	
30.	Identify the steps in the research and development cycle.	✓	

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	<b>Competency</b>	<b>ACQ 101</b>	<b>PQM 101</b>
31.	Identify the five basic elements of the manufacturing process and the role of manufacturing management across the acquisition life cycle.	✓	
32.	Recognize the long term impacts of early decisions on total life cycle cost.	✓	
33.	Develop an acquisition strategy.	✓	
34.	Chart the current systems acquisition life cycle phases, as well as, major activities to be accomplished in each phase. Relate the impact of the on-going acquisition reform initiatives to the current life cycle.		✓
35.	Apply the principles of Integrated Product and Process Development (IPPD) process via the use of Integrated Product Teams (IPTs).		✓
36.	Classify Systems Engineering and/or Systems Engineering Process in terms of when it is applied, who applies it and the results of each Systems Engineering Process application.		✓
37.	Given a noncomplex requirement, write a performance specification IAW SD-15.		✓
38.	Given access to a system acquisition, distinguish the role of manufacturing and quality in the Source Selection Process in an IPT environment.		✓
39.	Given access to a system acquisition, distinguish the basic elements of the contract administration service delegation process.		✓
40.	Given access to a system acquisition, recognize the output of various electronic tools within the design and manufacturing process.		✓
41.	Identify and distinguish IPT/IPPD functions and the input of manufacturing and quality required to meet the user's needs through integrated management planning.		✓
42.	Identify the basic types of warranties, incentive fees, and performance incentives.		✓
43.	Given access to a system acquisition, distinguish quality assurance and production FAR/DFAR requirements, and select applicable clauses.		✓
44.	Given access to a system acquisition, conduct analysis in support of the Contracting Officer by calculating a progress payment and a physical progress review completion percentage.		✓
45.	Identify the basic criteria and elements of manufacturing and quality assurance systems based on ANSI/ASQC Q9000.		✓
46.	Given portions of a control chart to complete, apply mechanics of problem-solving tools and perform required calculations.		✓

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	<b>Competency</b>	<b>ACQ 101</b>	<b>PQM 101</b>
47.	Recognize the impact of current DoD policies as they relate to Industrial Capabilities IAW the Defense Industrial Capabilities Handbook.		✓
48.	Recognize the policies and procedures for avoiding improper business practices and conflicts of interest.		✓

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**Level II Competencies**

	<b>Competency</b>	<b>ACQ 201</b>	<b>PQM 201</b>
1.	Apply quantitative problem solving methods in addressing program management problems and issues.	✓	
2.	Understand various DoD acquisition program planning and control methods and distinguish between graphic communication tools typically associated with the DoD acquisition process.	✓	
3.	Understand the concepts, promotion, and management of science and technology (including ATDs, ACTDs and dual use technology) including its impact upon DoD acquisition and associated issues.	✓	
4.	Understand military vs commercial specifications and COTS/NDI procurement.	✓	
5.	Understand the process for requirements generation. Developing an acquisition strategy and program initiation activities for DoD programs in accordance with the DoD 5000 series acquisition directives and instructions.	✓	
6.	Understand practical program execution concepts that can lead to success or failure of a defense acquisition program in today's environment	✓	
7.	Understand the behavioral skills necessary for successfully Integrated Product Teams (IPTs).	✓	
8.	Understand how to optimize the acquisition management process by viewing it as a system rather than unrelated or loosely related parts including acquisition related organizations and the interrelations of the PPS, Requirements Generation, and Acquisition Management systems.	✓	
9.	Understand customer satisfaction, process management, and continual improvement as key parts of the system.	✓	
10.	Understand the relationship between ethical values, ethics, and ethical behaviors.	✓	
11.	Understand the activities that are conducted within the systems engineering process.	✓	
12.	Understand the nature, purpose and timing of outputs of the systems engineering process.	✓	
13.	Understand the origin of the Work Breakdown Structure (WBS), the different types, and their roles in the acquisition process.	✓	
14.	Understand the structure and preparation techniques for a statement of work (SOW).	✓	
15.	Understand concepts for analyzing technical risk within the risk management program.	✓	
16.	Understand the role of trade studies in the acquisition process and basic considerations for their conduct.	✓	

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	<b>Competency</b>	<b>ACQ 201</b>	<b>PQM 201</b>
17.	Understand the concept and use of technical performance measurements in risk management.	✓	
18.	Understand the role of technical reviews in the systems engineering process, types of reviews, and guidelines for their execution.	✓	
19.	Understand the role and functions of configuration management in the acquisition process.	✓	
20.	Understand the relationship of technical data management in the acquisition process.	✓	
21.	Understand the responsibilities and methods for interface management.	✓	
22.	Understand the relationships of systems acquisition, acquisition logistics, and operational logistical support.	✓	
23.	Understand the scope of the acquisition logistics effort during the development and deployment of new or modified systems.	✓	
24.	Chart the current systems acquisition life cycle phases as well as major activities to be accomplished in each phase in accordance with (IAW) DoD 5000 series documents.		✓
25.	Apply the principles of Integrated Product and Process Development (IPPD) process via the use of Integrated Product Teams (IPTs) IAW current DoDD 5000.1, DoD 5000.2-Regulation, Rules of the Road, and the Guide to implementation and management of IPPD in DoD Acquisition.		✓
26.	Chart the Systems Engineering Process in terms of when it is applied, who applies it and the results of each Systems Engineering Process application.		✓
27.	Given a SD-15 and a complex system requirement, analyze the requirement and write performance specifications IAW SD-15.		✓
28.	Apply FAR/DFARS policies governing warranties and incentives IAW DoD 5000 series documents.		✓
29.	Given a sample contract and/or RFP apply the requirements within the limits of the authority provided by the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), and be able to defend the need for the requirements.		✓
30.	Apply the source selection process including the RFP, Statement of Objectives/Statement of Work (SOO/SOW), Selection Criteria, and Instruction to Offerors IAW DoD 5000 series and the FAR/DFARS.		✓
31.	Given a sample integrated management plan analyze the adequacy to the details in the manufacturing and quality aspects IAW DoD 5000 series, FAR/DFARS, and commercial quality and production planning models.		✓

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	<b>Competency</b>	<b>ACQ 201</b>	<b>PQM 201</b>
32.	Apply the Pre-Award Survey, Technical Support to Negotiations, and Progress Payments processes IAW DoD 5000 series and FAR/DFARS.		✓
33.	Apply the delegation process IAW DoD 5000 series and FAR/DFARS.		✓
34.	Determine the impacts of key environmental laws on production and quality management.		✓
35.	Distinguish the impact of current DoD policies as they relate to Industrial Capabilities IAW the Defense Industrial Capabilities Handbook.		✓
36.	Given access to a system acquisition, identify the outputs of electronic tools and analyze whether the technologies and their products have been used properly within the design and manufacturing process.		✓
37.	Given access to a system acquisition, assess the effectiveness of Quality Assurance and Manufacturing systems and processes IAW DoDD 5000.1, DoD 5000.2-R, DFARS MMAS and Non-government quality standards.		✓
38.	Given access to a system acquisition, recognize the various problem solving tools and processes and determine whether these products have been used properly.		✓
39.	Recognize the policies and procedures for avoiding improper business practices and conflicts of interest IAW government standards of conducts.		✓

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**LEVEL III COMPETENCIES**

	<b>Competency</b>	<b>PQM 301</b>
	<u>Acquisition System Knowledge</u>	✓
1	Define the impact of a changing quality paradigm on the manufacturing and QA community.	✓
2	Chart the current systems acquisition life cycle phases as well as major activities to be accomplished in each phase. Relate the impact of the on-going acquisition reform initiatives to the current life cycle.	✓
3	Apply the principles of Integrated Product and Process Development (IPPD) via the use of the Systems Engineering Process (SEP) and Integrated Product Teams (IPTs).	✓
4	Given access to a system acquisition, analyze the maturity of a manufacturing and/or quality assurance organization's involvement in an IPT.	✓
5	Classify Systems Engineering and/or Systems Engineering Process in terms of when it is applied, who applies it and the results of each Systems Engineering Process application.	✓
6	Resolve risk issues using risk mitigation measures in an IPT environment.	✓
7	Use an ethical decision-making model (GKC) to establish the major elements and relationships for deploying new quality and IPPD paradigms within an organization.	✓
8	Demonstrate an understanding of the basic principles associated with manufacturing and quality assurance.	✓
	<u>Quality Assurance System Knowledge</u>	✓
9	Derive a design-build package through the integration of various technical disciplines within an IPPD Team environment.	✓
10	Given access to a system acquisition, select appropriate analytical tools to resolve production and quality assurance problems and analyze the interrelationships of these tools.	✓
11	Derive customer requirements using an analytical tool (QFD).	✓
12	Derive key factors for process control using an analytical tool (DOE) in an IPT environment.	✓
13	Assess the effectiveness of manufacturing and quality assurance systems and processes.	✓

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	<b>Competency</b>	<b>PQM 301</b>
14	Summarize the differences between craft, mass, and lean design and production principles and practices and derive a synthesized approach to government oversight.	✓
15	Integrate current industrial base laws, policies, initiatives and issues into acquisition program plans, and explain the DoD process to be used when a critical Defense unique industrial capability is needed and appears to be endangered.	✓



